

YORK COUNTY JOB DESCRIPTION

JOB TITLE: REVENUE SPECIALIST - PERSONAL PROPERTY & STATE INCOME TAX - COMMISSIONER OF THE REVENUE

GENERAL STATEMENT OF JOB

Performs technical, clerical, and public contact work in the administration of personal property assessments in the Personal Property and State Income Tax Section. Also assists in processing state income tax returns. Assists with the comprehensive assessment program for the County; performs data entry and maintains, sorts, and updates records. Assists with scanning and quality assurance checks in regard to the office document imaging system. Prepares various statistical reports; receives and responds to inquiries from the general public, lawyers and other interested parties. Responsible for sending notification letters to taxpayers regarding assessment changes. Work is performed under regular supervision.

ESSENTIAL JOB FUNCTIONS

Assists in the compilation, processing and coordination of personal property assessments; enters exonerations and supplemental billings, and ensures that applicable information is documented and entered into files properly; sorts and maintains property records and receipts; scans documents and assists with quality assurance testing of records in regard to the office imaging system.

Assists in processing state income tax returns and payments as required.

Makes recommendations for abatements, refunds, and supplemental assessments; prepares and mails notification of assessment change to taxpayers.

Assists Business Tax Administrator in the preparation and issuance of business licenses.

Researches records from the Department of Motor Vehicles, Treasurer's Decal files, VA Dept. of Taxation, and listings provided by miscellaneous sources.

Receives and responds to requests and inquiries from the general public, lawyers, taxpayers and other interested parties, providing information pertaining to assessments; researches documentation, provides responses based on a detailed knowledge of rules, policies and procedures, and applicable codes related to personal property and state income tax, or refers inquiries to appropriate personnel.

Gathers and analyzes data and prepares a variety of reports and records.

Composes and types material which requires use of a variety of complicated formats for preparing correspondence, memos, reports, etc.; assumes responsibility for correctness of spelling and punctuation, format and grammar,.

REVENUE SPECIALIST - PERSONAL PROPERTY & STATE INCOME TAX, FY 99

Assists various county departments as duties require.

ADDITIONAL JOB FUNCTIONS

Assists with various departments including data entry, issuance of business license, and the Treasurer.

Performs other related work as required

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of applicable county ordinances, and state and local statutes related to property assessment.

Some knowledge of state and federal income tax laws.

Some knowledge of legal terminology as it relates to property assessment and preparation of state income tax.

Excellent written and oral communication skills.

Ability to read and understand county ordinances and state and federal tax law.

Ability to use personal and peripheral computer equipment with reasonable speed and accuracy.

TRAINING AND EXPERIENCE

High school diploma and 3 years of closely related work, preferably involving assessment of personal property or State income tax, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

PHYSICAL AND MENTAL STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of general office machinery and equipment including scanner, personal computers, typewriters, computer-driven data entry equipment, calculator, etc. The work is sedentary in nature.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

REVENUE SPECIALIST - PERSONAL PROPERTY & STATE INCOME TAX, FY 99

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants and receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, records and forms, etc. Requires the ability to prepare reports, records and forms, using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of instructions, and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle general office equipment. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear.

Prepared by: _____

Date: _____

Approval: _____